



Emergency Solutions Grant: DV Shelter Support Grant

Sponsored by
Division of Housing Stabilization, DHCD

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Speakers:

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Coordinator

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Agenda

- ▶ Introductions
- ▶ Prioritizing ESG funding for DV family units
- ▶ Review of ESG requirements
- ▶ Tracking & reporting on your ESG grant
- ▶ What to expect from performance monitoring and site visits
- ▶ Question and answer session

DHCD ESG Website

- ▶ <http://www.mass.gov/hed/housing/stabilization/emergency-solutions-grant.html>

Prioritizing ESG – DV Goals

- ▶ DV shelter system has limited capacity
- ▶ EA shelter system cannot meet the needs of families experiencing homelessness due to DV
- ▶ EA hotel shelter sites pose significant security risks for DV families

Prioritizing ESG – DV Goals

- ▶ Increase capacity of DV shelter providers
- ▶ Safely serve families experiencing DV
- ▶ Reduce stress on EA system
- ▶ Quickly re-house families fleeing DV

ESG RRH Programs

- ▶ Can serve families & individuals in DV emergency shelter or currently fleeing DV
- ▶ Up to \$4,000 to move into unsubsidized housing
- ▶ Up to \$2,000 to move into subsidized housing
- ▶ Services include:
 - Rental application fees
 - Security deposits
 - Last month's rent
 - Utility deposits
 - Utility payments (utility arrearage up to 6 months)
 - Moving costs
 - Housing search and placement
 - Housing stability case management
 - Mediation
 - Legal Services (necessary to resolve issue that prohibits family from obtaining permanent housing)
 - Rental assistance
 - Rental arrearage (up to 6 months)

ESG Requirements

- ▶ MUST be low threshold emergency domestic violence shelter
- ▶ Must accept any family currently fleeing DV (within last 30 days)
- ▶ No requirement to participate in program activities except:
 - Comply with basic safety shelter rules; and
 - Work with staff to develop and comply with rapid re-housing plan

ESG Requirements

- ▶ May not separate families, including male family members up to 18 years of age
- ▶ Maximum stay of 120 nights per family to be reimbursed by ESG
- ▶ No referral process required by DHCD

ESG Requirements

- ▶ DV shelters should be actively involved in their CoC
- ▶ Implement a centralized and coordinated assessment system – CoC requirement
- ▶ Must connect shelter guests to mainstream organizations and benefits, may include RAFT, EA, and ESG Rapid Re-Housing programs, as applicable.

ESG Requirements – Shelter Standards

- ▶ Must submit copy of occupancy permit, health inspection certificate, and fire inspection certificate, certification of de-leading compliance to Elisa by 9/10/13.

- ▶ Must document compliance with shelter and housing standards
 - Structure and materials
 - Access
 - Space and security
 - Interior air quality
 - Water supply
 - Sanitary facilities
 - Thermal environment
 - Illumination and electricity
 - Food preparation
 - Sanitary conditions
 - Fire safety (working smoke detector in each occupied unit, fire alarm system designed for hearing-impaired residents, one working smoke detector in every public area, at least one additional entry/exit in event of fire or other emergency)
 - Lead based paint standards apply to all family shelters and shelters serving pregnant women

ESG Requirements – Confidentiality

- ▶ Must have written confidentiality procedures for
 - Handling personally identifiable information
 - Protecting address of participant placed into permanent housing

Submit copy of confidentiality policy to
Elisa.Bresnahan@state.ma.us by 9/10/13

ESG Requirements – Code of Conduct/Conflict of Interest

- ▶ Must have written Code of Conduct/Conflict of Interest policy in place
- ▶ Policy must:
 - Comply with HUDS's conflict of interest requirements
 - Document any exceptions to policy

Submit copy of Conflict of Interest policy to
Elisa.Bresnahan@state.ma.us by 9/10/13

ESG Requirements – Faith-based activities

- ▶ Must comply with requirements of interim rule (section 576.407)
- ▶ ESG funds may not be used to support inherently religious activities
- ▶ May not require shelter guests to participate in faith-based activities in exchange for shelter

HMIS/Reporting

- ▶ Required to collect and enter all universal level and program level data elements into HMIS comparable database
- ▶ Must report on whole shelter, not just shelter guests receiving ESG services
- ▶ HMIS comparable = ability to run Annual Performance Report and other HUD required reports (CAPER)

HMIS/Reporting

► Universal Data Elements:

- Name
- Social Security #
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status
- Disabling Condition
- Residence Prior to Program Entry
- Zip code of last permanent address
- Housing Status
- Program Entry Date
- Program Exit Date

HMIS/Reporting

▶ Program Data Elements

- Income and Sources
- Non-Cash Benefits
- Physical Disability
- Developmental Disability
- Chronic Health Condition
- HIV/AIDS
- Mental Health
- Substance Abuse
- Domestic Violence
- Destination
- Date of Contact

HMIS/Reporting

- ▶ Annual Performance Report (APR) due July 10th, 2014
- ▶ CAPER report due date to be determined (after contract end date)
- ▶ Monthly report for each shelter due 10th of each month (ex. Report for month of July due August 10th) – not pulled from HMIS comparable system

HMIS/Reporting

- ▶ **Must track**
 - # families & individuals engaged in case management
 - # of referrals made to ESG rapid re-housing programs
 - # families & individuals which exited to permanent housing that period
 - # of families & individuals which exited to EA shelter system
 - # of families & individuals which exited to other temporary destination

Site Visits

- ▶ Conducted on Monday afternoons (local to Boston area) & Wednesdays
- ▶ Monitoring SFY14 only
- ▶ Review of financial records
- ▶ Review of Annual Performance Report
- ▶ Discussion with program staff
- ▶ Tour of shelter facilities
- ▶ Review of case management files, if applicable

Financial Records

- ▶ Should have in place a process that allows for:
 - Tracking of expended and unexpended funds
 - Hourly tracking of staff time (if staff position is not full time ESG, there must be a record documenting the time spent on ESG & the activities completed)
 - Tracking of admin costs
 - Tracking of sub-contracts
 - Source documentation for all ESG expenditures (receipts!)

Site Visits

- ▶ Will look for documentation of staff time billed to ESG (time sheets & record of activities)
- ▶ Documentation of service hours reported on the Personnel Summary Report

PERSONNEL SUMMARY REPORT											
Corporate Name:						State Agency Name:					
ABC Shelter						Department of Housing & Community Development					
Program Name:			Program Number:		Service Contract Number:			Billing period:			
ESG - Shelter Support			0		CT OCD8000HFESG121395S0			7/1/12 - 7/31/12			
Program Component/ Position Title	FTE	Employee Name	Service Days	Service Hours	Wages/Salary Amount Paid	Component Total (all employees in component position title)	Less Offsetting Support	Component Net Invoice Amount			
Case Manager	1.00	Betty Doe	7/2-7/31/12	50.00	\$ 800.00	800.00					-
											-

Site Visits

- Will look for documentation of program costs

Occupancy						
Program Facility		\$ 20,000.00	\$ 20,000.00	\$ 500.00	\$ 19,500.00	\$ 500.00
Facility Oper/Maint/Furn					\$ -	\$ -
Total Occupancy		\$ 20,000.00	\$ 20,000.00	\$ 500.00	\$ 19,500.00	\$ 500.00
Other Direct Care/ Program Staff						
Direct Care Specialists					\$ -	\$ -
Prov. Reim/Stipends					\$ -	\$ -
Staff Training					\$ -	\$ -
Staff Mileage/Travel					\$ -	\$ -
Subcontract Dir. Care					\$ -	\$ -
Meals					\$ -	\$ -
Client Transportation					\$ -	\$ -
Incid. Health/Med. Care					\$ -	\$ -
Medicine/Pharmacy					\$ -	\$ -
Client Per. Allowances					\$ -	\$ -
Prov. of Material Good					\$ -	\$ -
Data Processing					\$ -	\$ -
Commerical Resources					\$ -	\$ -
Program Supplies/Mat					\$ -	\$ -
Program Support					\$ -	\$ -
Total Other Direct Care/ Program Staff		\$ -	\$ -	\$ -	\$ -	\$ -
Direct Admin Expenses						
Program Support					\$ -	\$ -
Other Direct Admin Exps					\$ -	\$ -
Total Direct Admin Exps.		\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PROGRAM COSTS		\$ 30,000.00	\$ 30,000.00	\$ 1,300.00	\$ 28,700.00	\$ 1,300.00
Agency Admin Support Allocation %		\$ 1,000.00	\$ 1,000.00	\$ 20.00	\$ 980.00	\$ 20.00
PROGRAM TOTAL		\$ 31,000.00	\$ 31,000.00	\$ 1,320.00	\$ 29,680.00	\$ 1,320.00

Questions?

Thank You for Attending!

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